

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Student Information System Access Management Specialist  
Code: 19272  
Salary Grade: 58  
FLSA Status: Non-Exempt  
Department/Division: Enrollment Operations/Vice President for Strategic Enrollment  
Reports To: Student Information System Security Manager

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## *Summary*

- **Function:** To provide dedicated, timely support for maintenance of permissions for access to the Student Information System.
- **Scope:** Responsible for responding to SIS new user security requests and role change requests, ensuring roles and permissions are appropriate and assisting with overall compliance and auditing for access to the Student Information System.

## *Duties*

- **Typical**
  1. Provides access management support to assist end-users with access to the Student Information System.
  2. Fields and responds to new user security request and role change requests.
  3. Troubleshoots security/access related issues.
  4. Updates and maintains user profiles, roles and permission lists for the student information system.
  5. Assists with security auditing, testing and planning including creating queries and reports.
  6. Assists with standardizing security access across departments.
  7. Assists with the development, design, delivery and implementation of program documentation, coordinating resources and managing access control.
  8. Assists with reviewing, maintaining and updating policies and procedures.
  9. Performs other duties as assigned.
- **Periodic:**
  1. Participates in and attends various university committee and task force meetings.

### *Education*

<b>Required</b>	<b>Preferred</b>
Associate's Degree from an accredited institution. At the department's discretion, experience can be substituted on a year-for-year basis.	Bachelor's Degree from an accredited institution.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check.	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Two years of experience in student information systems administration and support.	

### *Equipment*

<b>Required</b>	<b>Possible</b>
Knowledge of personal computers, Microsoft Office suite, and standard office equipment.	

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
General office conditions.	Some evening and weekend hours required.

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision from assigned supervisor.	General supervision from assigned staff and/or student workers.

### *Accuracy*

Proficiency in all phases of the duties performed.
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### *Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.